**Steps in Surplus Process**

* Complete Fixed Asset and Inventory Item Transfer Form listing any items that have (or should have) a RRISD inventory tag (i.e. CPU’s, document cameras, projectors). (If item should have tag and it is missing, list serial #.)
* Any items that need to be picked up but are not in a category to have a RRISD inventory tag (i.e. inkjet printers, displays, scanners) should be listed in the body of the e-mail referred to in the next step. \*
* Send the Fixed Asset & Inventory Item Transfer Form as an attachment to [fixed\_assets@roundrockisd.org](mailto:fixed_assets@roundrockisd.org). Remember to include in the following in the body of the e-mail:
  + listing of any non-tagged equipment
  + if flat panels are included, statement as to whether they are already boxed or if warehouse will need to bring boxes \*\*
  + any special request regarding timing of the pickup
* When Ryan Ball, the fixed assets specialist, receives your e-mail, he will respond to you with a form tracking (work order ) number. He will also copy this e-mail to the warehouse staff responsible for the actual pickup.
* Make a copy of the transfer form which includes tracking # as well as your e-mail if you have non-tagged equipment being picked up, sign the form and include original with the surplus items.
* Warehouse staff will schedule the pickup. We have asked that warehouse staff e-mail you a timeline for the pickup.

\*If only non-tagged items are being surplused, do not complete a Fixed Asset and Inventory Form. List items in body of e-mail and send the e-mail to [fixed\_assets@roundrockisd.org](mailto:fixed_assets@roundrockisd.org).

\*\*Care should be taken that flat panels are not damaged. They should be set in a box with the front toward the side of the box. We have found that 4 can be set in a CPU box with 1 front facing out to each side. If you do not have boxes to sit the flat panels in, be sure to include that information in your e-mail.

**Note: Please exercise due diligence to ensure that the equipment that is there for pickup matches the equipment on the transfer list. Once the equipment is delivered back to the warehouse it will be checked against the Inventory Transfer Form. Only those items actually picked up will be removed from the campus inventory.**